

# Fuel Card Processing Guidelines

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## Fuel Card Processing

The Fuel Card interface will be retrieved from the Fuel Card Vendor by DOA/OTS on the 6th of each month, or the first working day after the 6th. Agencies will have five working days to correct the discrepancies. Execute transaction code ZFI1295\_Test to identify transactions that will post to a default fund and cost center if corrective action is not taken. The test run will reflect transactions with invalid or blocked account assignment objects or with no identifiable standing order on the equipment master record.

If the agency doesn't make the corrections during the five working days, the file will be processed and the transactions will be charged to a default fund/cost center.

The invoices created from the interface may be viewed via ZFI1423 Accounting Research Summary Report. Show the 'Text' column in the report output to view the applicable error messages.

To view only the transactions that posted to the default fund/cost center, enter Funds Center \*CCCCCC in the selection criteria screen, or set the filter equal to this value in the report output.

### ZFI1423 Selection Criteria

#### Accounting Document Header Criteria

Entry Date:	14 <sup>th</sup> of the month, or the next business day following the 14 <sup>th</sup>
Document Type:	KR, KG
Fiscal Year:	Applicable Fiscal Year
Reference:	FUELT*

#### Accounting Document Segment Criteria

Business Area:	Applicable Business Areas
G/L:	5000000 - 5999999

#### Select Output Display

Document Level Details